



THEATER DISTRICT OUTDOOR VENUES

Fish Plaza ★ Jones Plaza ★ Root Memorial Square ★ Sabine Promenade ★ Sesquicentennial Park

VENUE HOLD REQUEST

VENUE & DATE

Requested Venue(s): _____

Requested Date(s)

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

ORGANIZATION

Producer (Will sign the License Agreement and provide Certificate of Insurance)

Contact: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

Website Address: _____

Event Planner (If different from above)

Contact: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Mobile: _____ Email: _____

EVENT

Name of Event: _____

Description of Event (This should be promotional in nature) *: _____

Will Event open to the public? ☐ No ☐ Yes Estimated Attendance (each day): _____

* The City of Houston provides a calendar of upcoming events on its website. Unless otherwise noted, information from this document may be used in developing the calendar of events. The calendar of events can be accessed online at www.houstontx.gov.

Will tickets be sold to Event? ☐ No ☐ Yes ▲ Ticket prices: _____

Contact for tickets/event information (phone, website, etc.): _____

▲ Licensees who charge an event admission fee shall be required to pay 10% of total ticket revenues exclusive of sales tax, to the City's Convention & Entertainment Facilities Department.

Schedule

Load-in/Set-up

Date: _____ Start time: _____ Finish time: _____

Date: _____ Start time: _____ Finish time: _____

Event

Date: _____ Start time: _____ Finish time: _____

Date: _____ Start time: _____ Finish time: _____

Load-out/Clean-up

Date: _____ Start time: _____ Finish time: _____

Date: _____ Start time: _____ Finish time: _____

This is not a legal contract and is not binding on either the Applicant or the City. **DO NOT** make any advance arrangement regarding facility usage or promotion until a contract has been **fully executed** with the City of Houston Convention & Entertainment Facilities Department.

I hereby confirm that I have read and understand the Theater District Outdoor Rental Rates and Rules & Regulations.

Signature of Applicant

Date

Please return this document to:

*Convention & Entertainment Facilities Department
Theater District Division
510 Preston
Houston, TX 77002
Attn: Booking Dept.
(832) 395-9425 Fax*